

CHECKLIST FOR BUDGETS

20__ __

Name of Municipality _____

General:

- _____ A signed Certificate page.
- _____ Verify that page numbers listed on Certificate page are included in budget.
- _____ Verify that expenditures for each fund on Certificate page matches individual fund sheet expenditures.
- _____ Staple proof of publication, and **published** ordinance or **signed** resolution (if passed) to budget.

Notice of Budget Hearing:

- _____ All funds are listed.
- _____ Verify lease purchase principal outstanding for January 1, 20__ matches the total on "Statement of Conditional Lease-Purchase", page 4a. Lease payments must be budgeted in an operating fund (payments from the bond and interest funds are **not** authorized).

Fund Sheets:

- _____ December 31st cash balance was forwarded to January 1st.
- _____ Check that non-appropriated balances do not exceed five percent of total expenditures.

Setting Levies:

- _____ Enter final assessed valuation on line provided on Certificate page.
- _____ Compute levy rates for each fund and add them together to get total tax levy rate.
- _____ Verify all rates by multiplying each levy by total valuation for this taxing district. The results should equal the tax dollars required for that fund for 20__.
- _____ If resolution or ordinance is not adopted, verify that total levy is less than or equal to the amount determined on "Computation to Determine Limit for 20__", page 2.
- _____ Pencil in final levy rates and valuations on the 20__ County's tax levy sheet.
- _____ Verify all funds are shown on tax levy sheet, especially new funds.
- _____ Sign Certificate page, date, and seal.
- _____ Submit one complete copy to Div. of Accounts & Report, Municipal Services by December 1st.